Undergraduate Research Assistant

Following is a list of **time-sensitive** steps to be completed to process your employment:

1. **Complete the online training course on the Responsible Conduct of Research (RCR) on or before your first day of work.** Upon completion, please email your Completion Report to bo@cs.purdue.edu or print it and bring it to the CS Business Office in LWSN 3130.
   - To complete the training, visit [https://www.citiprogram.org](https://www.citiprogram.org).
   - For more information or to view the requirements of the training, visit [http://www.purdue.edu/research/vpr/rschadmin/rcr/index.php](http://www.purdue.edu/research/vpr/rschadmin/rcr/index.php) (click on the link at the bottom for step-by-step instructions).

2. **If you are a new Purdue employee**, you must complete Section 1 of the U.S. Citizenship & Immigration Services’ Form I-9 on or before your first day of work.
   - b) Click the link “Electronic I-9 for new hires/rehires.”
   - c) Log in by typing the text pictured.
   - d) Complete Section 1 of the Form I-9.
   - e) View the list of acceptable identification documents to present to the CS Business Office in Step 3.
   - Refer to the “I-9 Instructions” link at the top of the webpage if you need assistance.

3. Go to the CS Business Office in LWSN 3130 on or before your first day of work with the following **ORIGINAl** documents:
   - **U.S Citizens & Permanent Residents:**
     - a) Bank account & routing numbers (bring a blank check if possible)
     - b) Identification document(s) according to the list on I-9, which may include your…
       - Passport
       - Driver’s License
       - Social Security Card (WITH NO RESTRICTIONS)
       - Permanent Resident Card
       - Birth Certificate
   - **International Students:**
     - a) Bank account & routing numbers (bring a blank check if possible)
     - b) Passport
     - c) Visa
     - d) I-94 number (retrieve via [https://i94.cbp.dhs.gov/I94/request.html](https://i94.cbp.dhs.gov/I94/request.html))
     - e) Approved Work Authorization (I-20 or DS-2019)
     - f) Social Security Card (if you have one)

4. Go to the CS Business Office in LWSN 3130 **on your first day of work** to pick up your Timecard and a current Payroll Schedule.

If you need assistance with any of these processes, please contact bo@cs.purdue.edu or visit the Computer Science/CERIAS Business Office in LWSN 3130.

Thank you,
Jennifer Deno
Computer Science Account Clerk
765-496-6758
deno3@purdue.edu